



# Inspectional Services Department

Anthony Ciccariello, Commissioner  
1000 Commonwealth Avenue  
Newton, MA 02459  
www.newtonma.gov

Telephone  
(617) 796-1060  
Fax  
(617) 796-1086  
Email  
ISD@newtonma.gov

## BUILDING PERMIT APPLICATION CHECKLIST

**Property Address:** \_\_\_\_\_

		Yes	No	N/A
Building Permit Application form, filled out completely				
Contractor's signature and homeowner's signature				
Construction Supervisor License (CSL) and Home Improvement Registration (HIC)				
Workers' Compensation Insurance Affidavit and Certificate				
Debris Removal; Location of Facility				
Condominium Notification Form; if applicable				
Homeowner Exemption Form, if applicable				
Tree Permit; Any exterior work				
Indicate Energy Code Compliance and/or Projected HERS Rating				
Construction Control Affidavits (signed and sealed); buildings containing over 35,000 cubic feet				
Floor Area Ratio (FAR) Calculation				
Fire Department Approval; Stamped plan must be on USB Flash Drive				
Building Plans should include:	Elevations, floor plans, foundation, and framing			
	(1) set of hardcopy plans and (1) USB Flash Drive with all stamps and signatures in .PDF format (combined and scrollable)			
	Attic/half story calculations			
	Structural stamps as required: plans depicting structural steel or engineered lumber require a stamp from a licensed professional			
	Manufactured Buildings; Refer to 780 CMR 110.R3 Checklist			
Survey by Registered Land Surveyor (stamped) showing:	Open space, Lot coverage (existing and proposed)			
	Setbacks			
	Average Grade			
	Height			
	Elevations for garage floor, basement, and 1 <sup>st</sup> floor			
	Parking			
	Location of Mechanical Equipment			

	Yes	No	N/A
Engineering Department Approval; Stamped plans must be attached			
Engineering Department Memorandum			
Water & Sewer Service: Dwelling or structure built prior to 1970; Gutting more than 50% or increase of more than 1,000 sq. ft new water and sewer must be installed			
Historic Commission Approval: (Historic Districts or if building is over 50 years old) Preservation Planner may need to review building plans once submitted for building permit to confirm plans submitted match plans submitted to historic commission; refer to historic decision. Note: Historic districts always require additional review			
Conservation Commission Approval			
Health Department; Food Establishments, Septic: Change of footprint and/ or additional bedroom			
2 <sup>nd</sup> story additions; require make safe permits			
Architectural Access Board Accessibility			
Zoning: Is it an allowed use in the district?			
Copy of recorded special permit or variance (as applicable)			
If new construction, has demolition permit been issued? *New construction building permit will not be issued until demolition permit is issued			
Supporting information regarding buildable lot status; (subdivision and/or grandfathered)			
Address: If new lot created or subdivided lot an address is required to be obtained from Engineering Department prior to building permit submittal			
Permit Fee: \$20.00 per \$1,000.00 of construction or fraction thereof *Rounded up to the nearest thousand			